

United States Bankruptcy Court
Northern District of Oklahoma

**ELECTRONIC CASE FILING SYSTEM
ATTORNEY REGISTRATION FORM**

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) system (System). Registered attorneys will have privileges to electronically submit documents to the System. In order to view and retrieve electronic docket sheets and documents available in the System, a user must obtain a PACER login and password from the PACER Service Center as explained below. Please provide the following:

First/Middle/Last Name: _____

Last Four Digits of Social Security Number: _____

Attorney Bar # and State: _____

Firm Name: _____

Firm Address: _____

Voice Phone Number: _____

FAX Phone Number: _____

Internet E-Mail Address: _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The System is for use only in cases and proceedings in the United States Bankruptcy Court for the Northern District of Oklahoma. The System may be used to file and view electronic documents, docket sheets, notices, and other information.
2. Each attorney desiring to file pleadings or other papers electronically must complete and sign an Attorney Registration Form. An attorney's password combined with the user's identification (login) serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the login and password after it is issued by the Court. If there is any reason to suspect the login has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the Court. The Clerk of Court will immediately delete the password from the System and issue a new password.
3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is

a registered participant in the System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011.

4. The registered attorney is responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the credit card payment module of the System. Failure to do so may result in temporary loss of access to the System.
5. This registration constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Service as required by Bankruptcy Rule 9014 shall not be perfected by electronic notice.
6. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although electronic filing is accomplished through the System, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the Court. To register for PACER, a user must follow direction for registration available on the PACER web site (www.pacer.psc.uscourts.gov).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent General Order, *Administrative Procedures for Filing, Signing and Verifying Pleadings and Papers by Electronic Means* currently in effect and any changes or additions that may be made to such administrative procedures in the future.

Please return to: U.S. Bankruptcy Court for the Northern District of Oklahoma
Attn: CM/ECF Help Desk
224 South Boulder Avenue, Room 105
Tulsa, OK 74103

Date

Attorney Signature

Your login and password will be sent to you by the Clerk via e-mail. You may also arrange to pick up your login and password in person.

Other districts in which I am certified to file electronically using CM/ECF: _____
